



Open MSU

OpenMSU Update—Electronic Document Management Is Coming!

Background

Implementing an Electronic Document Management solution was identified as one of the foundational elements of OpenMSU, with some of the desired outcomes including:

- more efficient processes
- quicker retrieval of stored documents
- increased compliance with documentation requirements
- less paper waste

In addition to meeting needs expressed by the Bozeman campus in the OpenMSU surveys, the system will be implemented across all four MSU campuses to ensure maximum efficiency.

Project Accomplishments

A team including Information Technology and business operations personnel has been assembled to guide the implementation. Progress to date includes:

- Selected the Application Extender product, by EMC2, due to its full integration with Banner—including instant retrieval of images directly from Banner screens using Banner security rules—as well as its ability to store documents that are not Banner-related
- Conducted a kickoff webinar and demonstration for all four campuses
- Conducted needs analysis meetings with an Ellucian consultant encompassing all Banner modules: Student Services,

Next Steps

- Select 2nd pilot area, within Student Services, after final consultation with operations and technical personnel
- Receive implementation recommendations and hardware requirements from Ellucian consultant by June 19, 2015
- Conduct pilot projects and make assessments to inform future implementations
- Finalize plans for hardware (scanner) purchases

Financial Aid, Student Accounts, Human Resources, and Finance

- Chose the College of Engineering's Purchasing Card documentation process for the initial pilot, due to their mature shared administrative service structure

- Develop steering committee to guide rollout
- Communicate results of Pilot Phase (2015)

Want more info?

For project updates, timeline and an FAQ, please visit www.montana.edu/edm.
You may direct additional questions to the team at edminfo@montana.edu.